

MEETING MINUTES – CITY OF TOMAH COMMITTEE OF THE WHOLE

A COMMITTEE OF THE WHOLE MEETING of the City of Tomah was held on the 13th day of May, 2019 at 6:30 p.m. in the Council Chambers at City Hall with Council Vice-President Shawn Zabinski presiding. The meeting was called to order at 6:30 p.m.

Roll call was taken with the following members present: Mary Ann Komiskey, Richard Yarrington, Jeff Cram, Shawn Zabinski, Lamont Kiefer, Donna Evans, Susan Holme, and Mike Murray. Absent: Travis Scholze. Quorum present.

Also present: Fire Chief Tim Adler, Ambulance Director Randy Dunford, Parks and Recreation Director Joe Protz, Sr. & Disabled Services Coordinator Pam Buchda, Police Chief Mark Nicholson, Treasurer Julia Mann, and City Clerk JoAnn Cram. Greg Hagen videotaped the meeting.

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Approval of April 8, 2019 Minutes of the Committee of the Whole.

Motion by Komiskey, second by Yarrington to approve the minutes of the April 8, 2019 regular Committee of the Whole meeting. Motion passed without negative vote.

Fire Department Monthly Report. Fire Chief Tim Adler reported that the department responded to a structure fire. Chief Adler formed a committee to work on developing a new department training platform. Chief Adler met with a representative from the State regarding state fire department regulations. Liquor license inspections have been complete. SCBA apparatus testing was completed. A new “jaws of life” has been purchased.

Parks and Recreation Monthly Report: Parks Department, Recreation Programs, Aquatic Center, Recreation Park: Parks and Rec Dir. Joe Protz advised the department has been very busy. There was vandalism done at Glendale Ballfield bathrooms. Boy Scout volunteers removed shrubbery and cleaned up around the Boy Scout cabin. The department is working on a comprehensive outdoor recreation plan. Adult softball and volleyball games are starting and sign up is ongoing for summer activities. The Aquatic Center will open Saturday, June 8th at noon.

Ambulance Department Monthly. A monthly written statistics report was provided. Director Dunford advised that in April, five people were interviewed for part time positions and 3 were hired; 2 EMTs and 1 Paramedic. The bookkeeping clerk has moved to City Hall. The department is searching for a new medical director. Fire inspectors met on April 9th to try to determine the cause of the ambulance fire. No word at this time regarding the cause. A \$1,500 grant was received for use of stroke education programs. Another \$1,500 was received and was used to purchase oxygen tank holders for Stryker cots. EMS week is May 19-25th. Stop the Bleed classes will be held for city employees.

Police Department Monthly Report. Police Chief Mark Nicholson advised that the department is currently working on filling a patrol officer position. Officer Paulson graduated on Saturday and will begin his field training next week. The sergeant position will be filled after the patrol position. The department had an extremely busy month and all statistics are up. The I-90/Hwy 16 project update - they are now working on Hwy 16 doing some bridge work. If issues arise on Hwy 16 during this project, Superior Ave. would be a detour route. This week is National Police Week. There is a county wide law enforcement appreciation event held outside the County Justice facility on Friday at noon.

Accept Treasurers Cash and Investment Reports.

Motion by Kiefer, second by Cram to recommend the Common Council accept the April cash and investment reports as presented. Motion passed without negative vote.

Bartender Licenses. Motion by Yarrington, second by Holme to recommend the Common Council approve bartender licenses for the period of May 15, 2019 to June 30, 2020 as follows: Mistie A.

Baldwin, Sepriano L. Cantu, Dane K. Dodsworth, Aybria A. Downing, Alizabeth R. Gerke, Stephanie M. Harp, Diana L. Johnson, Tori A. Jones, Jon A. Kirchoff, Lisa B. Kirschbaum, Taylar N. Luebke, Haley E. Maus, Elizabeth M. Parker, Steven J. Pavloski, Veronica A.M. Pfeifer, Chelsie L. Popp, Dean A. Samson, Robin K. Samson, Shelby R. Scott, Carissa J. Serna, Noel E. Tiarks, Samantha L. Trafton, Dennis M. Wagner, Linda L. Wagner, and Lori A. Zimmerman. Motion passed without negative vote (Murray abstained).

2019 Budget Amendment – Increase Acct. #03-52300-3400 Ambulance Operating Supplies by \$1,500 from Acct. 03-48500 Grants & Donations for the Purchase of Stroke Educational Information.

Motion by Murray, second by Cram to approve the 2019 budget amendment increasing Acct. #03-52300-3400 Ambulance Operating Supplies by \$1,500 from Acct. 03-48500 Grants & Donations for the purchase of stroke educational information. Motion passed without negative vote.

2019 Budget Amendment – Increase Acct. #17-49200 Transfer From Other Funds TID 9 by \$9,000 from Acct. 01-59200-7390 Transfer to Other Funds to Record the Transfer from the General Fund for Start-Up Expenses

Motion by Murray, second by Kiefer to recommend the Common Council approve the 2019 Budget Amendment increasing account #17-49200 Transfer from Other Funds TID 9 by \$9,000 from Acct. 01-59200-7390 Transfer to Other Funds to record the transfer from the General Fund for Start Up Expenses. Motion passed without negative vote.

2019 Budget Amendment – Adjust Acct. #14-57725-2100 – TID Industrial Dev. Prof. Services (3rd Gen Grant) by \$1,500,000; Adjust Acct. 14-57620-8200 Other Parks Outlay – Buildings (Kiosk) by \$39,066; Adjust Acct. 14-57725-5700 Industrial Dev. Loan Rehab by \$250,000; Adjust Acct. 14-59800-7330 Transfer to Other Funds Debt Service by \$119,864; Adjust Acct. 14-57331-8500 \$100,000 Hwy/Street Outlay for Street Lights and Increase TID 8 Fund Balance Applied (Grant) by \$250,000 and Increase TID 8 Proceeds from Long Term Debt by \$700,000

Motion by Kiefer, second by Cram to recommend the Common Council approve the 2019 Budget Amendment as follows: Adjust Acct. #14-57725-2100 – TID Industrial Dev. Prof. Services (3rd Gen Grant) by \$1,500,000; Adjust Acct. 14-57620-8200 Other Parks Outlay – Buildings (Kiosk) by \$39,066; Adjust Acct. 14-57725-5700 Industrial Dev. Loan Rehab by \$250,000; Adjust Acct. 14-59800-7330 Transfer to Other Funds Debt Service by \$119,864; Adjust Acct. 14-57331-8500 \$100,000 Hwy/Street Outlay for Street Lights and Increase TID 8 Fund Balance Applied (Grant) by \$250,000 and Increase TID 8 Proceeds from Long Term Debt by \$700,000. Motion passed without negative vote (Murray abstained).

2019 Budget Amendment – Transfer \$600 from Acct. 03-49300 Fund Balance Applied Designated to Acct. 03-55230-3400 Ambulance Outlay Equipment to purchase Children's educational materials

Motion by Cram, second by Evans to recommend the Common Council approve the 2019 Budget Amendment transferring \$600 from Acct. #03-49300 Fund Balance Applied-Designated to Acct. #03-55230-3400 Ambulance Outlay Equipment for the purchase of children's educational materials. Motion passed without negative vote.

2019 Budget Amendment – Recognize Donation of \$1,500 in Acct. 03-48500 Grants & Donations and Authorize Expenditure of \$1,500 from Acct. #03-52300-3400 Ambulance Operating Supplies for the Purchase of a Stretcher Oxygen Tank Holder

Motion by Yarrington, second by Kiefer to recommend the Common Council approve the 2019 Budget Amendment recognizing a \$1,500 donation in Acct. #03-48500 and authorizing the expenditure of \$1,500 from Acct. 03-52300-3400 Ambulance Operating Supplies for the purchase of a stretcher oxygen tank holder. Motion passed without negative vote.

2019 Budget Amendment – Recognizing Donation from Mitch Koel of \$500 in Acct. 05-48503 Donations – K9 Program for Future K-9 Related Expenses from Acct. #05-52140-8300.

Motion by Murray, second by Cram to recommend the Common Council approve the 2019 Budget Amendment recognizing the donation from Mitch Koel in the amount of \$500 in Account #05-48503 Grants and Donations and authorizing the purchase of future K-9 related expenses from Acct. 05-52140-8300 – Canine – Equipment in the amount of \$500. Motion passed without negative vote.

Adult Crossing Guard Program

The City Police Dept. has managed the adult crossing guard program for many years. There are currently 6 crossing guard locations. The concern is the number of people available to work in these positions both as primary and alternate positions are not available. As a result, the police department is routinely using police officers to fill in when the crossing guards are not available. There are many times when there are no officers available to take calls for service or respond to emergency calls because they are covering crossing guard duties. Wisconsin Statute allows a school district, upon the adoption of a resolution to provide for the appointment of adult school crossing guards. It is recommended that no action be taken at this time and authorize Chief Nicholson to approach the Tomah School District administrative staff to determine if they would be willing to accept and assume the duties of appointing and overseeing the adult crossing guard program.

License Application – Secondhand Article Dealer License – Kristi's Place at 322 Superior.

Motion by Murray, second by Yarrington to recommend the Common Council approve the Secondhand Article Dealer License for Kristi's Place at 322 Superior Avenue for the licensing period ending Dec. 31, 2019. Motion passed without negative vote.

License Application – Secondhand Article Dealer License – Tomah Resource Store at 1104 Superior.

Motion by Yarrington, second by Murray to recommend the Common Council approve the Secondhand Article Dealer License for the Tomah Resource Store at 1104 Superior Avenue for the licensing period ending Dec. 31, 2019. Motion passed without negative vote.

Renewal of "Class B" Liquor & Class "B" Fermented Malt Beverage Licenses

Motion by Cram, second by Kiefer to recommend the Common Council approve the "Class B" Liquor and Class "B" Fermented Malt Beverage Licenses in the City of Tomah as printed for the period of July 1, 2019 – June 30, 2020 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote (Murray abstained).

1. American Legion Post 201 – Randi W. Owen, Agent at 800 Wisconsin Avenue
2. The Break Room – Chad Madson, Agent at 1123 Superior Ave.
3. The Bank – Jay Larsen, Agent at 1015 Superior Avenue
4. C & H Food Service, Inc. - Perkins, Justin Johnson, Agent at 1015 E. McCoy Blvd.
5. Cancun Bay Ltd. – Cancun Mexican Restaurant, Jesus Gonzalez Hidalgo, Agent at 1422 Superior Ave. (Reserve License)
6. Carlton LLC – The Carlton, Samantha G. Davis, Agent at 309 Superior Ave.
7. The Chill Zone – Corey Williams, Owner at 1119 Superior Ave.
8. Cran-Beary Pub - T & J Hospitality, LLC - Tyson Koput, Agent at 319 Wittig Road
9. Crow Bar LLC – The Crow Bar, Troy Gilson, Agent at 1206 Superior Avenue
10. Dimensions II, LLC – Dimensions, Patrick J. Murphy, owner, at 1110 Superior Avenue
11. Don Cinco De Mayo Cantina, Andres Valencia, Agent at 918 McCoy Blvd.
12. Swami Hospitality - Econo Lodge, Dilipkumar Patel, Agent at 2005 N. Superior Avenue
13. Franny's Bar, James Frandsen, owner at 1115 Superior Avenue
14. Ground Round Grill & Bar - T & J Hospitality LLC - Tyson Koput, Agent at 201 Helen Walton Drive, Suite #1
15. Kelsey's, Dave Berndt, owner at 201 Superior Avenue
16. Murray's on Main, Michael Murray-Agent at 810 Superior Ave.

17. Smoke's Elbow Room Bar - Kenneth Pierce, owner at 114 W. Benton Street
18. Vino-Anjo-Joline Powell, Agent at 800 Superior Ave. (Reserve License)

Renewal of Class "B" Fermented Malt Beverage Licenses

Motion by Murray, second by Komiskey to recommend the Council approve the Class "B" Fermented Malt Beverage Licenses in the City of Tomah as printed for the period of July 1, 2019 – June 30, 2020 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote.

1. Area Community Theatre-Robert Shutter, Agent at 907 Kilbourn Avenue
2. China Buffet, Eastern Chinese Restaurant, Cai Deng Zheng, owner at 115 W. McCoy Blvd.
3. Hampton Inn, Ruth Stump, Agent at 219 Buan St.
4. Knights of Columbus Corp. –David Dechant, Agent – Knights of Columbus Hall, 202 E. Juneau Street
5. Peking Chinese Restaurant, LLC – Jiaona M. Ng, Agent at 1013 Superior Avenue
6. Northfield Restaurant Corp. – Pizza Hut, James E. Gerlach, Agent at 1821 N. Superior Ave
7. Tomah American Legion Baseball – Todd Steffel, Agent at 400 N. Glendale Avenue (May 8, 2019 through October 31, 2019)
8. Mandy's Café and Deli – Mandy Bacholl, Agent – 201 Helen Walton Drive

Renewal of "Class A" Liquor & Class "A" Fermented Malt Beverage Licenses

Motion by Kiefer, second by Murray to recommend the Council approve the "Class A" Liquor and Class "A" Fermented Malt Beverage Licenses in the City of Tomah as printed for the period of July 1, 2019– June 30, 2020 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote.

1. Aldi Inc. – Troy Lenning, Agent at ALDI #52 at 1844 N. Superior Avenue
2. Festival Foods – Kristie Vaughn Korish, Agent at 701 E. Clifton Street
3. Hwy 21 BP – Rupesh Patel, Agent Wittig Corp. at 311 Wittig Rd
4. Hwy 21 Shell.– Rupesh Patel, Agent at 907 E. McCoy Blvd.
5. Kwik Trip, Inc. – Britney E Hall, Agent – Kwik Trip #484 at 124 W. McCoy Blvd.
6. Kwik Trip, Inc. – Jamie A. Prestwood, Agent – Kwik Trip #796 at 310 E. McCoy Blvd.
7. Kwik Trip, Inc. – Danita A. Schmitz, Agent, Kwik Trip #718 at 1504 Superior Ave.
8. Tomah Quick Stop & Spirit Shop, LLC – Casey B. Purdy, Agent at 201 W. Veterans Street
9. Wal-Mart Stores East, LP – David R. Schoeberl, Agent – Wal-Mart Supercenter #965, 222 W. McCoy Blvd.

Renewal of Class "A" Fermented Malt Beverage Licenses

Motion by Yarrington, second by Kiefer to recommend the Common Council approve the Class "A" Fermented Malt Beverage Licenses in the City of Tomah as printed for the period of July 1, 2019 – June 30, 2020 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote.

1. Casey's General Store, Heidi Marcyes, Agent at 313 N. Superior Ave.
2. Tomah Mini Mart, Donovan Riedesel, Agent at 215 W. Clifton Street

Renewal of "Class C" Wine Licenses

Motion by Evans, second by Cram to recommend the Common Council approve the "Class C" Wine Licenses in the City of Tomah as printed for the period of July 1, 2019 – June 30, 2020 unless sooner revoked and contingent on any or all unpaid tax obligations, assessments or other fees owed to the City are paid and must be compliant with building, plumbing, electrical, zoning, health or fire codes at the time the license is to be renewed. Motion passed without negative vote.

1. China Buffet, Eastern Chinese Restaurant – Nan Zheng, owner at 1012 Superior Avenue
2. Natural Connection – Paula Caucutt, owner at 1012 Superior Ave.
3. Peking Chinese Restaurant LLC – Jiaona M. Ng, Agent at 1013 Superior Avenue

Resolution Authorizing a Change in the 2019 Position Count by the Creation of a Seasonal Part Time Gardener/Forestry Position for Tomah Parks and Recreation. In the past, the Parks Dept. had a part time Superior Avenue gardener. Director Protz would like to bring part of that position back but add some responsibilities as listed in the job description. Pay is recommended \$13-\$15 per hour. This position would assist with tree planting, the city tree nursery, and also caring for park flowers, boulevards, and the potted plants on Superior Avenue.

Motion by Murray, second by Yarrington to recommend the Common Council approve the Resolution Authorizing a Change in the 2019 Position Count by the Creation of a Seasonal Part Time Gardener/Forestry Position for the Parks & Rec Department. Motion passed without negative vote.

Approval of Job Description for Part Time Gardener/Forestry Position.

Motion by Murray, second by Cram to recommend the Common Council approve the job description for the Part Time Gardener/Forestry Position in the Parks and Recreation Department as presented. Motion passed without negative vote.

Request 1% of the Existing Room Tax Allocation for the CVB/Chamber Building Be Directed to Proposed Projects and Upgrades at Recreation Park. At the Parks and Recreation Commission meeting, Director Protz reviewed a plan regarding needed upgrades/replacement to existing paved areas, paving of some additional areas to control drainage and manure management, relocation of the ticket booth to the south gate area and replacing the roadway with pedestrian promenade and amenities at Butts road entry. Wayne Kling, Hollister Avenue, Tomah appeared with questions.

Motion by Yarrington, second by Murray to recommend the Common Council approve the request for 1% of the existing room tax allocation currently being utilized by the CVB/Chamber for building maintenance be directed to proposed projects and upgrades at Recreation Park as stated. Motion passed without negative vote.

Request for Use of City Streets by ATV/UTV Club

Gary Everts, President of Bear Bluff ATV Club is requesting a 3-hour window to be open for a designated route in the City. The Bear Bluff ATV Club and the Road Runners ATV UTV Clubs of Monroe County would like to travel, arrive and leave as a group to participate in the 4th of July parade. The requested route is west on Highway ET to Industrial Ave south and then west on Town Line Road to Glendale Avenue to arrive at a staging area assigned by the Chamber for the parade. Concern was voiced regarding allowing the use of the ATV/UTV on City streets, however, this is a one-day event with a 3-hour period of time. This allows them to get into the city, participate in the parade, and leave the city. The route proposed is very limited. It was suggested that the previous route in the City that was proposed be opened up for the day to see how it would work. Police Chief Nicholson recommended that the City look into the signage requirements for the route. Gary Everts of Camp Douglas, President of the Club addressed the Committee. The Club has all the signage required and the Club will work with the Police Chief and Public Works Director to ensure proper signage is up. This is a busy day in the City with the parade and all the additional activities and may cause problems, not only for traffic for safety. Bob Kersten, 1523 Hollister Avenue, Tomah addressed the Committee voicing concern about the cost related to the signs and the use of the vehicles on city streets. Wayne Kling, 1516 Hollister Avenue addressed the Committee voicing safety & liability concerns.

Motion by Murray, second by Cram to recommend the Common Council approve the request for use of City streets by the ATV/UTV club for a 3 hour window for the 4th of July parade as requested. Motion

does not pass with Ayes from Evans, Kiefer, Cram and Murray. Nays from Yarrington, Holme, Komiskey and Zabinski. This item will go to the Council meeting without a recommendation.

Proposal of Fees for Use of Tomah Senior Center. Director Buchda has presented the proposal of renting the Senior Center for use to members and organizations as a gathering place. Use of the Center would generate revenue for the building fund which would offset use of center staff. The following fees are proposed: Private Applicant: Client/Resident - \$80; Client/Non-Resident - \$95; Non-Client/Resident - \$110; Non-Client/Non-Resident - \$125. Public Applicant: Resident - \$0; Non-Resident - \$50.

Motion by Evans, second by Holme to recommend the Common Council authorize the renting of the Senior Center for use as presented. Motion passed without negative vote.

Lease Agreement Between the City of Tomah and The Tomah Wrestling Club. This month to month lease is for a portion of the upper level of the Sr. & Disabled Services Center at \$400 per month.

Motion by Cram, second by Murray to recommend the Common Council approve the Lease Agreement between the City of Tomah and the Tomah Wrestling Club for the upper level of the Senior Center as presented. Motion passed without negative vote.

Request by VFW for Use of Senior Center for Regional Meetings. The VFW has requested to use the Senior Center for their regional meetings to host a more central meeting location. John Rusch, 1201 Sheri Court, Tomah appeared representing the VFW. There are 3 regional meetings per year.

Motion by Cram, second by Murray to recommend the Common Council authorize the use of the Senior Center for VFW regional meetings as requested. Motion passed without negative vote.

Resolution Authorizing Payment of Monthly Bills

Motion by Kiefer, second by Yarrington to recommend the Common Council approve the monthly bills in the amount of \$3,457,107.60 as presented. Motion carried without negative vote.

Resolution Establishing Service Charges and Regulatory Fees. If the Common Council approves the changes to the Cabaret licenses, the resolution regarding charges and fees needs to be updated. The current cabaret fee is \$55. It is proposed that the fee remain the same, however, an outdoor cabaret and a special event cabaret have been created. If the applicant applies for both an indoor and an outdoor, it is proposed that the fee be combined for a total of \$85. It is also requested that the annual dance license be removed as this is outdated and has not been used for many years.

Motion by Murray, second by Kiefer to recommend the Common Council approve the Resolution that updates Charges and Regulatory Fees as presented. Motion passed without negative vote.

Monthly Financial Report – December, 2018. Motion by Murray, second by Cram to recommend the Common Council accept the December 2018 Monthly Financial Report as presented. Motion passed without negative vote.

Monthly Financial Report – April 2019. Motion by Cram, second by Yarrington to recommend the Common Council accept the April 2019 Monthly Financial Report as presented, Motion passed without negative vote.

Adjourn.

Motion by Kiefer, second by Murray to adjourn. Motion passed without negative vote. Meeting adjourned at 8:08 p.m.

Respectfully submitted,

JoAnn Cram, City Clerk